



## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Police Administrative Assistant</b>
<b>DEPARTMENT:</b>	<b>Police</b>
<b>SUPERVISOR:</b>	<b>Chief of Police</b>
<b>STATUS:</b>	<b>Full-time/Non-Exempt/ Union</b>

### PRIMARY OBJECTIVE OF POSITION

The primary objectives of this position are to perform difficult professional, clerical, and administrative work managing the administration and support functions of the police department. This position oversees police department records; provides direct support for police administration and staff; handles sensitive department documents; responds to members of the public or representatives of other agencies who initiate telephone or in person contacts with the department. Work is performed independently with guidance from the Police Chief.

### ESSENTIAL JOB FUNCTIONS

The essential job functions listed below are intended to describe the various types of work that may be performed. The omission of other duties not listed does not exclude them if the work is similar, related or a logical assignment to the position.

1. Oversees the entries and queries into the National Crime Information Center (NCIC) and Criminal Justice Information System (CJIS) hot files for the Baxter Police Department in the capacity of Full Access Terminal Operator. This responsibility requires overseeing monthly validations, ensuring department compliance with MNJIS and NCIC policies and procedures including applicable training, certification and system security, as well as direct participation and responsibilities associated with all CJIS/NCIC audits.
2. Oversees law enforcement classification coding including research and resolution of errors and suspense prevention and resolution.
3. Evaluates current processes and assists in developing policy and procedures to address changing activities and technology.
4. Provides administrative support for the department; prepares edits and proofreads a variety of documents; creates and maintains files, spreadsheets, forms, and templates.
5. Conducts research and compiles statistical data upon request; audits computerized reports for completeness, accuracy, and appearance.

6. Ensures department is compliant with all data practices requirements and includes retention and destruction requirements.
7. Maintains inventory and purchases office supplies and equipment.
8. Maintains records and tracking system related to all forfeitures.
9. Oversee daily coding and tracking of basic financial records to assist finance department and helps compile and reports costs related to current grant awards.
10. Assigned as one of the police department evidence technicians.
11. Processes handgun permit to purchase applications and then completes the appropriate background checks.
12. Manages internal tracking system related to officer training and certifications. Completes yearly reports for POST reimbursement of training funds.
13. Performs administrative reporting services for the department for private, state, and federal agencies and services as the agency administrator for required federal and state reporting and administrator of the local records management system. Attends related user group meetings.
14. Takes initial police calls, screens calls for police intervention and/or take the necessary information to file a police report. Performs minimal radio transmissions related to police calls.
15. Oversees the processing of confidential data and materials, inclusive of criminal investigations and personnel related matters. Maintains required personnel records.

### **Additional Duties**

16. Performs other duties as assigned or apparent.

<b>KNOWLEDGE, SKILLS AND ABILITIES</b>
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1. Knowledge and ability to interpret the application of specialized policies, procedures, statutes, regulations and records relating to the office. Accepts responsibility, takes initiative, and works independently or as part of a team to accomplish tasks, often under strict time constraints with required leadership skills to deal with diverse individuals.
2. Knowledge of law enforcement records processing practices and procedures; Uniform Crime Reporting, forms, and terminology.

3. Knowledge of City, department, and law enforcement related programs, policies, and procedures.
4. Skilled in organizational and time management; ability to handle multiple interruptions and adjustments of priorities throughout the day without compromising accuracy or efficiency with a high level of attention to detail combined with the ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
5. Knowledge of, and experience with, modern office practices and procedures, and ability to operate standard office equipment with the ability to type and enter data accurately and at a reasonable rate of speed, multi-line phone system, and software, including specialized law enforcement systems.
6. Knowledge of interpersonal, oral, and written communication skills and ability to remain calm, courteous, and professional under difficult, sensitive, stressful or hostile situations.
7. Knowledge, experience, and abilities to understand MN BCA requirements for police department functions, understanding of state and federal requirements for Criminal Justice Reporting, and the records management system of the police department.
8. Ability to communicate effectively and tactfully, both orally and in writing with the supervisor, city employees, and the city's customers.
9. Ability to manage multiple assignments and priorities to ensure the fulfillment of projects, tasks, and responsibilities.
10. Ability to work cooperatively with all city employees towards the common goal of providing high quality services.
11. Ability to demonstrate a commitment to provide and require excellent customer service through cooperative team and individual efforts.
12. Ability to provide suggestions, advice and support to supervisor, other city employees, and the city's customers.
13. Ability to exhibit excellent interpersonal and human relationship skills.
14. Ability to assist fellow employees with developing and implementing programs and objectives to improve departmental and citywide efficiency.
15. Exhibits behavior consistent with the mission, vision and values of the City of Baxter.
16. Furthers the mission, vision and values of the city through excellent customer service, creative problem solving, decision-making, and stewardship of city resources.

17. The ability to work both independently and within a team.
18. Skilled in administrative work including typing, entering and retrieving data with speed and accuracy on a computer, operating transcribing and copying equipment, police radios, and a telephone.
19. Ability to prioritize duties, work independently and maintain confidentiality.
20. Ability to maintain complex filing system and records.
21. Ability to prepare reports and correspondence.

#### **REQUIRED QUALIFICATIONS**

1. Two years of administrative experience involving moderately heavy public contact.
2. Experience performing data entry using an automated system and record keeping.
3. Must complete BCA training to attain Certification as a Full Access Terminal Operator as soon as training is offered.
4. Associates degree in related field.

#### **DESIRED QUALIFICATIONS**

1. Related work experience in a law enforcement field.

#### **PHYSICAL REQUIREMENTS**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

Work is performed primarily in a standard office environment that includes exposure to computer screens. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

*It is the policy of the City of Baxter to provide equal employment opportunities to all persons. All employment policies and practices shall be non-discriminatory in compliance with federal laws, state statute, and local ordinances.*

Revised: March 15, 2016